

# MONTANA BOARD OF COSMETOLOGISTS

## Policy and Procedure Manual

SUBJECT: **CONTINUING EDUCATION**

Page: (1of 3)  
Effective: 4/30/2001  
Issued: 4/30/2001  
Approved:

### Section: **601 CONTINUING EDUCATION APPROVAL PROCEDURES**

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#### Purpose of Policy:

The Board will establish further guidelines in accordance with ARM 8.14.815 for the approval and offering of continuing education credits required for active renewal of an instructor license. This policy will provide the board staff and licensees with requirements for Board acceptance of continuing education credits.

#### Board Policy:

1. A licensee or organization offering or requesting continuing education credit must obtain approval from the Board of Cosmetologists.
2. A licensee will not received credit for continuing education courses unless approved by the Board of Cosmetologists.
3. Request for approval will be taken to the Board's regularly scheduled meeting for approval. Requests must be received, completed and in the Board office not less than 15- working days prior to the scheduled board meeting. Requests not received in the board office within the deadline will be held until the following regularly scheduled board meeting (approximately every 3 months).
4. Credit for continuing education courses will only be given to an individual for actual instruction time. Credit for breaks, meals or travel time is prohibited. Course attendance must be taken at the beginning, at each break and at the end of the course offering. The course provider must maintain the course outline (syllabus) and attendance records for each attendee not less than 3 years from the date of the course.
5. The course provider must supply each licensee who attends the course with an original signature on the board form "Record of Attendance for Continuing Education". The course provider must attest to the licensee's actual hours in attendance of the course.
6. Approval for courses will be given in not less than half-hour (1/2) increments. For example, if the course time is one (1) hour and 19 minutes the student will receive 1.5 hour of credit. If the course is two (2) hours and 40 minutes the student will receive 2.5 hours of credit.

7. All approved continuing education must be open and available to all licensees and board representatives.
8. The approval of a course will be only for the year offered. Repeat courses may be offered, however require board approval each year.

(Please note that in Board policy 602 Continuing Education, #10, a licensee may not repeat a course for credit within a three (3) year period.)

9. Course approval expires December 31 of each year.
10. For cause the Board may revoke continuing education approval.
11. Incomplete continuing education course requests for approval will be returned for completion and resubmission.
12. Failure to comply with continuing education statutes, rules and policy requirements established by the board is considered unprofessional conduct and may result in disciplinary action by the board.
13. A Board representative may audit any board-approved course at no charge for the purposes of compliance with the approved CE request and educational value. The board representative will provide the Board with a written evaluation of the continuing education course audited during the following board meeting.
14. The course provider must supply each licensee in attendance with a course evaluation form, which the Board may request to be submitted to a board representative for review.
15. The course provider must make available upon request of the board or its designee all attendance records and course outlines.
16. The Board has defined "Trade Shows" as shows or classes, which offer specific product knowledge, product information, product sales or retail of product. The Board has limited continuing education credit for trade shows up to five (5) credits per calendar year.
17. The Board has approved for continuing education purposes, Board meetings, Board Rule Hearings, and any other board sponsored event for the actual hours of attendance with no limitations.
18. The Board has pre-approved the following organizations and/or individuals as continuing education course providers. Continuing education offered by these providers will be automatically approved once the course outlines, times and attendance verification is submitted by the provider to the board office.

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|--|----------------------|
| a. Montana State Cosmetology Association | b. Milady Publishing |
| c. Pivot Point                           | d. Svetlana Miller   |
|  | e. AACS              |

**STATE OF MONTANA  
BOARD OF COSMETOLOGISTS  
RECORD OF ATTENDANCE FOR CONTINUING EDUCATION**

DATE OF COURSE : \_\_\_\_\_ HOURS IN ATTENDANCE: \_\_\_\_\_

COURSE TITLE : \_\_\_\_\_

LICENSEE'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

COURSE INSTRUCTOR: \_\_\_\_\_

I hereby certify that the above named individual has completed the aforementioned course.

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date of Completion

**ADDITIONAL COURSES:**

1. \_\_\_\_\_  
Course Title

\_\_\_\_\_  
Hours of Attendance

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date of Completion

2. \_\_\_\_\_  
Course Title

\_\_\_\_\_  
Hours of Attendance

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date of Completion

3. \_\_\_\_\_  
Course Title

\_\_\_\_\_  
Hours of Attendance

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date of Completion

In order to receive credit for any continuing education course, you must first have obtained board approval for the course.

**STATE OF MONTANA  
BOARD OF COSMETOLOGISTS  
CONTINUING EDUCATION APPROVAL REQUEST**

REQUESTOR'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE \_\_\_\_\_

COURSE NAME: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_

DATE OF COURSE: \_\_\_\_\_

COURSE HOURS: \_\_\_\_\_

CONTINUING EDUCATION CREDITS REQUESTED: \_\_\_\_\_

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FOR BOARD USE ONLY:

APPROVED: \_\_\_\_\_

NOT APPROVED: \_\_\_\_\_

CONTINUING EDUCATION CREDITS GRANTED: \_\_\_\_\_

Please fill out the top half of this form and return it with your required supporting documentation. Incomplete applications for request for approval will be returned.